Please stop by the Financial Aid office to complete the required [Student Employment Paperwork](https://studentjobs.richmond.edu/students/pdfs/Student_Employment_Packet.pdf) (tax and I-9 forms) between the hours of M-F 8:30am and 5:00pm -- **before** you can legally begin working.  Be sure to bring original document(s) to meet the I-9 requirement listed [here](https://studentjobs.richmond.edu/students/pdfs/I-9%20Acceptable%20Documents.pdf), (e.g., social security card, unexpired passport or birth certificate, etc.).  You will need to show one original document from column A or a combination of one original document from both columns B and column C.

Please refer to the [New Employee](https://studentjobs.richmond.edu/students/paperwork.html) section on the Student Employment website for help with filling out the linked paperwork. Also, please be sure to read through the [Student Employment Handbook](https://studentjobs.richmond.edu/students/pdfs/Student_Employee_Handbook.pdf) for additional information on Web Time Entry, Taxes, Federal Work Study Eligibility and more.

If you do not have the necessary documentation for the I-9 and would like to obtain a free replacement social security card, please visit the Social Security Info section on the website [here](https://studentjobs.richmond.edu/students/social-security.html#what-if-i-don8217t-have-any-of-those-documents-with-me-or-i-lost-my-social-security-card).

If you are interested in direct deposit, please sign up online through BannerWeb once you have the Employee tab active. You can also stop by the Payroll office with a voided check or have the bank routing/account numbers with you. The Payroll office is open M-F 8:30am-5:00pm and is located in Maryland Hall, Room G-17.

If you have any questions please let me know, thank you.